

Posting Progress Grades and Comments

Posting grades for Progress Reports will be done at set times throughout the year. You will be given the dates when Progress Grades must be posted.

1. Select appropriate **Term**, **Section**, and **QUARTER GRADE** for the **Task**.
2. Under **In Progress** area, select **POST**.
3. Select appropriate term from the **Term** drop-down menu.
4. Select **PROGRESS GRADE** from the **Task** drop-down menu.
5. Click **OK**.
6. Read the warning and click **OK**.
7. Ensure the **Task** is **PROGRESS GRADE**.
8. Click the **CC** (Canned Comments) link to enter comments (Canned Comments are **required** by CCSD for secondary progress grading).
9. Click **SAVE**.

WARNING! If a grade(s) need(s) to be edited after posting, do **NOT** click the **POST** button again. Go to **Post Grades** from the Index Menu on the left to manually adjust the letter grade and percentage.

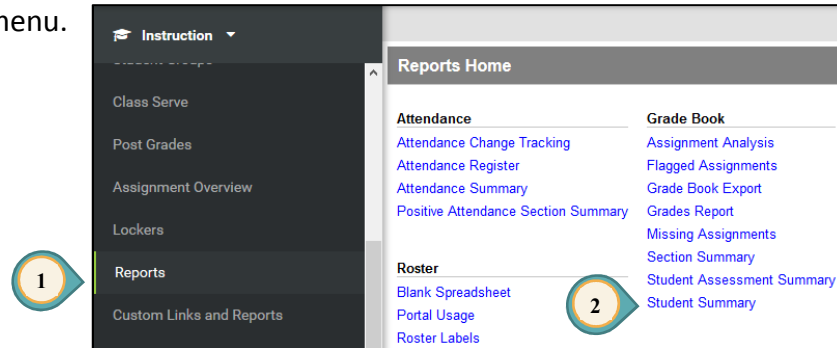
Grade Book Tips!

1. The **Show Active Students Only** box under **Account Settings** should be checked before Posting Grades.
2. If the **CC** link is **NOT** available for entering Progress Report comments, select **ACCOUNT SETTINGS**, from the Index Menu on the left, check the item **Use Canned Comments**. **SAVE** before leaving.
3. A **FILL** option is available.
4. A **Multi-post Grades** option is available from the Settings -> Grade Book Tools menu. Additional information for using the tool can be found in Campus Help at:

<https://content.infinitecampus.com/sis/1613/documentation/multi-post-grades/>

Printing Progress Reports

1. Select **REPORTS** from the Index Menu (on the left).
2. Select **STUDENT SUMMARY** from the *Report* drop-down menu.
3. Select the appropriate *Term* and *Section*.
4. Select the desired information.
5. Select individual students or all.
6. Click **GENERATE REPORT** (at top).



This report is suitable for handing out to students. It is split into two main sections. The Grade Summary includes both in-progress and final grades as well as assignment category totals. The Assignment Detail organizes the assignments by term.

Page Printing Options

Student Grades Summary - Multiple Students Per Page
 Student Grades Summary - One Student Per Page
 Show Assignment Detail - One Student Per Page

Show These Assignment Detail Fields:

Name Score Category Name
 Points Possible Due Date Percent
 Assigned Date Score Comments Multiplier
 Portal Description Shade Alternate Rows

Grade Summary

Show Assignment Categories Show Total Points Show In-Progress Grade
 Show Final Grade Show Grade Percentages Shade Alternate Rows

Extra Items

Parent/Guardian Signature Attendance Summary Student-level Comments
 Hide Exempt Assignments Display Student Number Instead Of Name Display Report Card Comments

Sort

Student Name
 Student Number
 Random

Teacher Comments (printed for each student)

*Select Students			*Select Assignments		
<input checked="" type="checkbox"/>	Name ▲	Student #	Grade	<input checked="" type="checkbox"/>	Select All Expand All
<input checked="" type="checkbox"/>	A1	111	07	<input checked="" type="checkbox"/>	Q1
<input checked="" type="checkbox"/>	B	120	07	<input checked="" type="checkbox"/>	Q2

Grade Book Tip! The default for ***Select Students** is for ALL students to be included in the report. Deselect the check mark to the left of **Name** to individually pick student names for printing.

***Select Assignments** can be adjusted by clicking the **Expand All** link. Remove the check mark to effect an entire term (Example: Q4.)